

AGENDA
TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING – August 3, 2016 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD
PLEASE SILENCE ALL ELECTRONIC DEVICES DURING MEETING.
THANK YOU.

(The Town of Edgewood Council is pleased to have residents of the community take time to attend Council Meetings. Attendance and participation is encouraged. Individuals wishing to be heard during Public Hearing proceedings are encouraged to be prepared. Public comments may not be disruptive or harassing, and all persons are expected to maintain respect and decorum. Accordingly, rude, slanderous, or abusive comments and/or boisterous behavior will not be permitted. Written comments are welcomed and should be given to the Clerk-Treasurer prior to the start of the meeting).

- **CALL TO ORDER.**
- **PLEDGE OF ALLEGIANCE.**

1. APPROVAL OF AGENDA.

2. APPROVAL OF CONSENT AGENDA.

- A. Approval of the Draft Budget Workshop Minutes of July 16, 2016.
- B. Approval of the Draft Regular Council Meeting Minutes of July 20, 2016.
- C. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of July 18, 2016.

3. MATTERS FROM THE MAYOR.

- A. Horton Road Project
- B. Walmart Update
- C. Infill Annexation Appeal Update
- D. Planning & Zoning Administrator Position Status
- E. Deputy Clerk Position Status

4. MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.

5. MATTERS FROM THE MUNICIPAL JUDGE.

- A. Judge White will present his report for the month of July 2016.

6. MATTERS FROM MORIARTY-EDGEWOOD SCHOOL DISTRICT.

7. CHAMBER OF COMMERCE – Linda Burke

8. PUBLIC HEARING.

Legislative Procedure:

- A. Infrastructure Capital Improvements Program (ICIP) Discussion

9. PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.

10. PUBLIC HEARING.

Quasi-Judicial Procedure: Certification that Public Notice of this Meeting has been posted as required: This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and the swearing in of all parties giving testimony. The affected parties will have the right to cross-examine persons giving testimony. Confirmation of no conflict of interest or ex-parte communication.

- A. Continuation of Adoption of Amendment to the Town of Edgewood Zoning Ordinance 2014-02, as amended August 5, 2014. – District Standards – Building Heights.

11. MATTERS FROM THE CLERK/TREASURER.

- A. Application for Drainage Study Grant through NMFA.
- B. On Call Policy
- C. Light Duty Policy
- D. Town website
- E. Town phone system

12. CALL FOR PUBLIC HEARING AT THE REGULAR COUNCIL MEETING ON SEPTEMBER 7, 2016.

- A. Request to approve Ordinance 2016-06, Adoption of New Speed Limits on Various Roads.
- B. Notice of Appeal to the Planning & Zoning Commission on Approval of a Minor Subdivision for property located at: Woods End Ranch, located along Woodline Drive, Tract P-1-R-1-B, Section 21, T10N, R7E, N.M.P.M., Town of Edgewood, New Mexico. Mr. Johnathan Pillars – Appellant/Applicant

13. POSITION CLASSIFICATION PLAN DISCUSSION – Councilor Abraham

14. SECURITY CAMERAS DISCUSSION – Councilor Ring

15. ROAD MAINTENANCE DISCUSSION – Councilor Ring

16. ANNOUNCEMENTS and/or CALENDAR REVIEW.

- A. Regular Council Meeting – August 24, 2016 @ 6:30 P.M.
- B. Regular Council Meeting – September 7, 2016 @ 6:30 P.M.

NOTE: The Town Hall Offices will be closed on Monday, September 5, 2016 in observance of Labor Day.

17. ADJOURN.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Clerk at the Town Offices located at 1911 Historic Route 66, at least five (5) days prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Town Clerk at (505)286-4518, or by e-mail at clerk@edgewood-nm.gov if a summary or other type of accessible format is needed. **The complete council packet may be viewed on the web, visit www.edgewood-nm.gov click on Agendas & Minutes.**

MINUTES
BUDGET PREPARATION WORKSHOP
JULY 16, 2016 @ 10:00 A.M.
EDGEWOOD COMMUNITY CENTER
27 E. FRONTAGE ROAD, EDGEWOOD, NM

- **CALL TO ORDER.**

Mayor Bassett called the meeting to order at 10:30 a.m.
Councilors Present: John Abrams and Sherry Abraham
Councilors Not Present: Chuck Ring and Rita Loy Simmons
Also Present: Clerk/Treasurer Juan Torres and Staff Rebecca Sanchez

- **PLEDGE OF ALLEGIANCE.**

- 1. **APPROVAL OF AGENDA.**

MOTION: Councilor Abrams made a motion to approve the Agenda.
Councilor Abraham seconded the motion.

VOTE: All present voted aye. The motion carried.

- 2. **2016-2017 BUDGET PREPARATION DISCUSSION.**

Mr. Torres presented the Gross Receipts Tax (GRT) data for Fiscal Years 2015 and 2016. He plans to provide the data in a new format to include additional information. Mr. Torres expressed concern over the letter received from the NM Department of Finance and Administration. Although the Town's final budget for FY 2016-17 was approved and certified, adjustments must be made so the Town does not deplete its general fund. Mr. Torres commented this is the second year the Town has received this warning. The New Mexico Department of Finance and Administration will not allow us to submit a budget like this for a third year. We currently are spending more than we bring in and it is depleting our general fund. If we continue at our current rate, we will not be able to maintain current operations and submit a balanced budget next year. He stated the Town's beginning available cash balance is looking better. The Town is beginning the new fiscal year with \$30,000 more than anticipated; however Wastewater Plant and Road Department expenses need to be factored in. Mr. Torres made clear these departments are not miss-spending but are budgets the Town needs to pay close attention to.

Mr. Torres suggested a few options to consider when developing the budget for the new fiscal year: 1) implementation of an Environmental Gross Receipts Tax, 2) a Gross Receipts Tax increase, and/or 3) implementation of a Property Tax. Mr. Torres stated the Environmental Gross Receipts Tax can be used for Wastewater Plant operations. He stated Capital Project Funds are not available for use on subsidies. A tax increase from 8% to 8.0625% of the Gross Receipts Tax could also be used for operation of the Wastewater Treatment Plant. Per Mr. Torres, a functional Wastewater Plant is needed for Edgewood's future business expansion. He stated the plant is going through filters every two years, when they are supposed to last up to ten years. Funds generated through implementation of a Property Tax would be used for Road Department

expenses. Currently, the road budget is funded only by Gas Tax receipts and a General Fund Subsidy.

The Governing Body considered these three options, as they compared property taxes in the surrounding area. Procedures to apply and/or implement these options were discussed. At the regular Council Meeting scheduled for Wednesday, July 20, 2016, Mr. Torres plans to propose an ordinance to implement an Environmental Gross Receipts Tax and call for a Public Hearing at the second Council Meeting in August.

Councilor Abraham requested that the EVEDA Contract be increased to \$10,000. The reasoning for this is because the Town budgeted \$15,000 for the Chamber of Commerce and is paying \$5,000 for the Run, Rally, and Rock event. The additional funding could be reallocated from the Chamber of Commerce to the EVEDA Contract.

Mr. Torres stated he plans to have each department prepare their own purchase orders. In August or September he will implement a Procurement Policy that would mirror the State's Procurement Policy. The Policy would designate tier levels of dollar amounts to aid in determining if quotes or requests for proposals (RFPs) are needed. Lastly, Mr. Torres stressed the importance of making the Town Budget accessible to all employees so they can be conscientious when making purchasing decisions for the Town.

Councilor Abraham asked who would oversee the Animal Control Department. Mr. Torres stated it would be their Department head, Chief Crow. Approvals would then be forwarded to the Clerk/Treasurer from the Chief. Mr. Torres stated quarterly review packets will mirror what the Town sends to the State. The next Quarterly Budget Meeting is scheduled for October 19, 2016. Councilor Abrams requested that all Bond issues that Edgewood pays into as well as their maturation schedule be included in the Quarterly Budget Packet.

3. ADJOURN.

MOTION: Councilor Abraham made a motion to adjourn the meeting of July 16, 2016.
Councilor Abrams seconded the motion.

VOTE: All present voted aye. The motion carried.

Mayor Bassett adjourned the meeting of July 16, 2016 at 12:31 p.m.

PASSED, APPROVED AND ADOPTED THIS 3rd day of August 2016

John Bassett, Mayor

ATTEST:

Juan Torres, Clerk/Treasurer

MINUTES
TOWN OF EDGEWOOD
REGULAR COUNCIL MEETING – July 20, 2016 @ 6:30 P.M.
EDGEWOOD COMMUNITY CENTER - 27 E. FRONTAGE ROAD

- **CALL TO ORDER.**

Mayor Bassett called the meeting to order at 6:30 p.m.

Councilors Present: John Abrams, Sherry Abraham, and Chuck Ring

Councilors Not Present: Rita Loy Simmons

Also Present: Deputy Clerk Linda Holle, Planning and Zoning Bonnie Pettee, and Staff Rebecca Sanchez.

- **PLEDGE OF ALLEGIANCE.**

1. **APPROVAL OF AGENDA.**

Mayor Bassett requested the following change to the agenda: postponement of Item 7A. Staff is awaiting additional documentation from the State for the TAP Resolution in Item 7A.

MOTION: Councilor Abrams made a motion to approve the Agenda, tabling Item 7A.
Councilor Abraham seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

2. **APPROVAL OF CONSENT AGENDA.**

- A. Approval of the Draft Regular Council Meeting Minutes of July 6, 2016.
- B. Acknowledge Receipt of the Final Planning & Zoning Commission Meeting Minutes of June 6, 2016.
- C. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of June 20, 2016.
- D. Acknowledge Receipt of the Draft Planning & Zoning Commission Meeting Minutes of July 5, 2016.
- E. Acknowledge Receipt of the Draft Library Board Meeting Minutes and Library Report for the month of June 2016.
- F. Acknowledge Receipt of the Draft Animal Control Advisory Board Meeting Minutes for the month of June 2016.

MOTION: Councilor Abrams made a motion to approve the Consent Agenda.
Councilor Ring seconded the motion.

Mayor Bassett asked for a correction on Item 2F, as his name is spelled with two 't's: Bassett.

MOTION: Councilor Abrams amended his motion to approve the Consent Agenda with the name change of Mayor Bassett.

Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

3. PUBLIC HEARING.

Quasi-Judicial Procedure: Certification that Public Notice of this Meeting has been posted as required: Ms. Bonnie Pettee certified Public Notice of this Meeting was posted as required.

This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and the swearing in of all parties giving testimony. The affected parties will have the right to cross-examine persons giving testimony.

Confirmation of no conflict of interest or ex-parte communication.

Councilor Ring stated he had no ex-parte communication or conflict of interest. Councilor Simmons stated she had no ex-parte communication or conflict of interest. Councilor Abraham stated she had no conflict of interest or ex-parte communication. Councilor Abrams stated he had no ex-parte communication or conflict of interest. Mayor Bassett affirmed he had no conflict of interest or ex-parte contact in this matter.

A. Adoption of proposed Ordinance No. 2016-04 granting the approval of a zone change from SU – Special Use zoning to R2 – Conventional Residential for the property located at: 506 Dinkle Road, Tract B, as shown on “Land Division of a portion of the Lands of Donald E. & Mary E. Huston” being located in portions of Sections 14, 23, & 24, T10N, R7E, N.M.P.M. Town of Edgewood, Santa Fe County, NM.

Ms. Pettee was sworn in to give testimony. She stated the applicant is seeking a Zone Change from SU-Special Use to R2- Conventional Residential zoning at property located at 506 Dinkle Road, Edgewood NM 87015. Ms. Pettee stated the property is a portion of a larger parcel that was granted a Special Use Zoning in the early 1980s for gravel production and later a construction company. Since the gravel pit and construction businesses are no longer operating, the Special Use is no longer needed. She stated it is the applicants’ desire to use the home for short term rentals and the shop building for classes or various types of events. Ms. Pettee confirmed R2 Zoning allows boarding, rooming, and lodging houses, upon granting of a Conditional Use Permit. The applicant, Mr. Larry Miller, was sworn in and briefly spoke stating the residence was his in-laws’ home before their passing and he would like to open it up to short-term rentals. It is a rammed earth home built as a prototype. Councilor Ring asked about the time frame for opening the home to overnight stays. Mr. Miller stated they are close to opening. Ms. Pettee affirmed Staff performed a review of the application, submitted materials, and applicable ordinances. She stated the request is in compliance with the requirements of the R2-Conventional Residential zoning and is consistent with the zoning on the adjacent properties. She noted upon approval of the zone change, the applicant will be required to

obtain a Conditional Use Permit and an Edgewood business license before rentals may take place.

Mayor Bassett closed the Public Hearing.

MOTION: Councilor Ring made a motion to approve a zone change from SU – Special Use to R2 – Conventional Residential for the property located at 506 Dinkle Rd., Tract B as shown on “Land Division of a portion of the Lands of Donald E. & Mary E. Huston” being located in portions of Sections 14, 23, & 24, T10N, R7E, N.M.P.M. Town of Edgewood, Santa Fe County, NM.

Councilor Abraham seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Abrams voted aye. The motion carried.

B. Adoption of Zone Map Amendment for property located at 506 Dinkle Road, Tract B, being located in portions of Sections 14, 23, & 24, T10N, R7E, N.M.P.M. Town of Edgewood, Santa Fe County, NM.

MOTION: Councilor Abraham made a motion to approve Ordinance 2016-04, granting the approval of a Zone Change to R2-Conventional Residential within the Town of Edgewood, New Mexico.
Councilor Abrams seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

C. Adoption of Amendment to the Town of Edgewood Zoning Ordinance 2014-02, as amended August 5, 2014. – District Standards – Building Heights.

Mayor Pro-Tem Abrams stated before Item 3C he would like to have Mayor Bassett re-open the Public Hearing. Mayor Bassett re-opened the Public Hearing. He asked the Council if two Public Hearings are needed for land use changes. Councilor Abrams stated two Public Hearings are required. Mayor Bassett then suggested the matter be taken up at this meeting for consideration and tabled to the next meeting for action.

6:48 pm Councilor Simmons arrived.

Ms. Pettee presented the Planning and Zoning Commission’s proposal to adopt an amendment to the Town of Edgewood’s Zoning Ordinance 2014-02, as amended August 5, 2014, to include building height restrictions for the two zone districts that did not have them (R3 and MU). At a future date, the Commission plans to review, discuss, and consider all the building height restrictions throughout the Town’s Zoning Ordinance. Until that time, adoption of this amendment would ensure each zone district includes a

maximum building height limitation. Ms. Pettee stated the building heights would remain at 36 feet until otherwise amended. Councilor Simmons asked from what elevation the 36 feet would be measured. Ms. Pettee stated per discussion with Ms. Renee Nix, Santa Fe County Fire Prevention Specialist, it would be 36 feet from the lowest level elevation. Mayor Bassett asked if the public had any comments. Mr. Ralph Hill stated he ran into problems with Santa Fe County's height limit, as it caused problems with putting a decent pitched roof on the house.

MOTION: Councilor Ring made a motion to table the Public Hearing for the Adoption of an Amendment to the Zoning Ordinance, 2014-02, regarding Building Heights to the August 3, 2016 Council Meeting. Councilor Abrams seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

D. Infrastructure Capital Improvements Program (ICIP) Discussion

Mr. Tom Torres presented a petition and plan requesting the Town of Edgewood run a sewer extension from the existing sewer main along Church Road south along Cactus Road to the Frontage Road to provide future sewer service to properties on both sides of Cactus Road, along both sides of Main Street and along the north side of the Frontage Rd. generally between S.R. 344 and Cactus Rd. He stated the properties in this area have been identified as commercially viable. Most currently carry a C-2 or R-S Zone designation. In addition, the area has available high voltage three phase power, commercial fire flow, natural gas, and high speed internet. Mr. Torres concluded by stating the absence of available sewer service in this area is proving detrimental to potential commercial development. Councilor Simmons asked Mr. Torres if he had a cost estimate for this proposal. Mr. Torres stated he does not have an estimate of cost. He would like the Town to do some research on the cost and identify the best and most economical route for this extension. Councilor Ring asked Mr. Torres if he knew of anyone who might be contemplating moving into that area. Mr. Torres responded, no, not at this time.

Mr. Art Swenka spoke on behalf of the EMWT (Estancia, Moriarty, Willard, Torrance County) Regional Water Association to garner support for EMWT's ICIP request. EMWT has a joint powers agreement and certificate of association permitting them to build a pipeline from Willard to Moriarty, eventually extending it to Edgewood. In the first phase of the project, EMWT plans to build a Bulk Water Station in McIntosh. A lot of wells have gone dry in McIntosh and many residents are leaving and abandoning their homes. The second phase of the project would add a distribution system. Mr. Swenka stated there is no intent to compete with any existing water systems. McIntosh has no water system. Mr. Swenka stated EMWT's infrastructure would require them to extend the pipeline to Stanley eventually. Mr. Swenka made clear EMWT is not requesting funds from the Town at this time, but respectfully requests the McIntosh project be added as one of the Town of Edgewood's FY2018 ICIP top ten projects, as this ranking would assist EMWT as it seeks funding for the project. It would show the Water Trust Board this is a community-wide effort not simply a local project in McIntosh. He stated the

Association would not come to any of the municipalities for money. Mayor Bassett asked if the surrounding areas have added the EMWT project to their ICIP lists. Mr. Swenka stated Estancia, Willard, and Torrance County have done so. Moriarty's ICIP meeting is coming up. They have not addressed EMWT's request yet. Mayor Bassett stated the Town of Edgewood is not currently a member of EMWT and is trying to understand what role the Town plays in the Association. Mr. Swenka stated Mountainair is not a member either but has offered to write a letter of recommendation to the Water Trust Board that would be included in EMWT's ICIP. That is an option the Town of Edgewood might consider.

On a separate note, Councilor Ring asked Mr. Swenka if the Town of Edgewood could place ads on Radio Station KXNM-FM 88.7. Mr. Swenka stated yes, most of the information would go on the Community Calendar or be Public Service Announcements. Councilor Simmons referred back to the support of McIntosh's Bulk Water Station. She stated Santa Fe County's Task Force and Water Planning Committee is studying how to cross connect all the water systems they can, which will have an effect on private wells over time. In the event of an issue, some of the water systems in this area can flow into the other system for safety's sake.

MOTION: Councilor Ring made a motion to write a letter of recommendation for EMWT Regional Water Association in support of their ICIP request. Councilor Abraham seconded the motion. Councilor Simmons requested discussion. Councilor Simmons wants to stress future planning in the letter of recommendation.

VOTE: All Councilors voted aye. The motion carried.

Ms. Monica Parker addressed the paving of Church Road in her ICIP request. She presented a petition of 339 signatures (about half the voting population of Edgewood) requesting the Town widen and pave with asphalt the roadway surface of Church Road between Quail Trail and Williams Ranch Road. In addition, a request for some type of drainage structure built in the draw by the sewer lift station was requested, in order to prevent water from pooling there. The petitioners were not all registered voters in Edgewood. Criteria for signing the petition were that you had ridden down the road in different seasons and had compassion for those living along the road. Ms. Parker stated Church Road is a key arterial road and its paving would aid in the development of the area and provide a much needed loop road around the Interstate 40/344/Old 66 core area. Ms. Parker requested the Town adopt the paving of Church Road as its number one ICIP funding request.

Mr. Fitzsimmons, a resident on Church Road, spoke in support of the paving of Church Road. He stated the road is a mess, especially after it rains or snows and in the four years he has lived there the traffic has close to doubled. Walmart is at one end of the road, Parker's Farm at the other and Beehive, which has undergone a major expansion is in between.

Mr. Jeremiah Turner, from Dairy Queen, presented a petition requesting new sewer facilities generally between S.R. 344 on the west, Cactus Road on the east and between Church Road on the north and the north Frontage Road of Interstate 40 on the south. Mr. Turner stated he has submitted this request for the last three years and urged Council to strongly consider it as it would aid in the commercial development of this portion of Edgewood. A map of the proposed project was also submitted to Council.

Ms. Michelle Melendez, representing First Choice Community Healthcare, noted First Choice has offered a comprehensive health care system to the Edgewood community for about a dozen years. First Choice has been working out of an 8,000 square foot portable building offering dental care, primary care and behavioral health care. Plans have been developed for expanding the current clinic to a 22,000 sq. ft. building, more than doubling the size. In addition, the number of Staff would be doubled, thereby doubling the number of patients that could be seen as well. The larger facility would allow for after hours and extended hours care. Total project cost is estimated to be \$9.2 M First Choice has obtained a federal grant of \$1M toward the cost of the facility. A State of NM capital outlay appropriation of \$242,000 was made during the last legislative session and Santa Fe County has been asked to adopt a General Obligation Bond for \$3-4M. First Choice would build the building and the County would own it. Ms. Melendez requested the Town participate by adding this project to its ICIP list so First Choice could return to the State Legislature and demonstrate this is a regional comprehensive health care center project. Last year's ICIP included support from Estancia and Moriarty as well as Torrance, Bernalillo, and Santa Fe Counties.

Ms. Myra Pancrazio, Executive Director of EVEDA (Estancia Valley Economic Development Association), asked if an impact analysis for economic development had been conducted for the First Choice project, as there might be LEDA (Local Economic Development Act) funding available at the State level with the possibility of so many jobs being added. It might be possible to show this is an emergency situation since there is no hospital in the immediate area. Ms. Pancrazio offered her assistance with the impact analysis report.

MOTION: Councilor Ring made a motion to continue the ICIP Public Input Discussion to August 3, 2016.
Councilor Simmons seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

4. MATTERS FROM THE MAYOR.

A. Wal-Mart Update

Mayor Bassett was contact by the Walmart Regional Director in Los Angeles, who indicated he is not inclined to change the exterior paint scheme on our local store, back to its original colors. The Mayor sent the Regional Director a packet of documentation including the conceptional drawings, newspaper articles and a letter stating the Town believes a commitment to the original color scheme was made by Walmart when the

Town accepted the drawings and plans submitted by Walmart for their new store in Edgewood.

B. Old Red Fire Station Uses

Mayor Bassett met with Santa Fe County Manager, Katherine Miller last week and inquired about the County's plans for the use of the old Fire Station located on the E. Frontage Road. Ms. Miller requested the Town of Edgewood offer suggestions for repurposing the building. Mayor Bassett opened the floor to suggestions. Councilor Abraham presented a proposal to use the County Fire House as a home for the Route 66 Arts Alliance. Included with the proposal were statistics about the economic impact of the arts community on the State of NM and Bernalillo County provided by Mr. David Williams, Special Projects Coordinator for the Office of U.S. Senator Tom Udall. Councilor Abraham stated the Fire House could be used for many aspects of the Arts Alliance's mission including: concerts, storytelling, poetry reading, and an open space gallery to name a few. Councilor Simmons mentioned the Chamber of Commerce is presently without a home. Mr. Tom Torres asked if the County would be interested in selling the property. The Mayor stated the County indicated they would like to hold on to it. Ms. Linda Burke agreed that the Arts need a space in this community and so do the youth for their activities. She suggested that perhaps the Fire House could be used most effectively and efficiently through a co-operative effort with other groups.

C. EMWT Regional Water Association Annual Business Meeting- July 29, 2016
Mayor Bassett announced EMWT's annual meeting will be held at 6:30 pm, July 29, 2016 in Moriarty at the Civic Center.

D. Edgewood Publicity

The Mayor brought to the public's attention the front page article in The Independent's July 20, 2016 issue, introducing Edgewood's new Police Chief, Ronald Crow, to the community. A second front page article in the same issue announced 14 bands would perform at the Edgewood Music and Art Fest, July 28 – 31 at Wildlife West Nature Park.

E. Moriarty High School Ribbon Cutting Ceremony

Mayor Bassett announced Mr. Tom Sullivan, Superintendent, Moriarty-Edgewood School District invites the public to attend a ribbon cutting ceremony at the Moriarty High School Music and Student Commons Buildings on August 2, 2016 at 9:00 am.

5. MATTERS FROM THE COUNCILORS and/or ANNOUNCEMENTS.

Councilor Abraham mentioned Ms. Linda Burke is hard at work on the Run, Rally, and Rock event scheduled for Saturday, August 6, which includes a parade. The Mayor offered to provide a tractor to pull the Councilors down the road if they want to ride in the parade. Councilor Abraham also mentioned the Art Camp starting August 1st at the Edgewood Elementary School.

Councilor Abrams commented that pavement is going down on Horton Road and the road, trail, and bridge are looking really good.

6. TOWN OF EDGEWOOD POLICE REPORT – Chief Crow.

A. Police Report and Animal Control Report for the month of June 2016.

Chief Crow presented the Police and Animal Control Reports. There were 635 dispatch activities for the month of June, 175 traffic stops and 10 arrests. Animal Control took in 22 animals, adopted 10, and transferred three to other agencies. Volunteers donated 73 hours during the month of June. The Spay/Neuter Clinic performed procedures on 25 non-resident canines and felines on June 17. 23 canines and 2 felines residing within the Town were spayed or neutered on June 18.

Councilor Ring inquired about the status of the Neighborhood Watch Program. Chief Crow stated he would provide an update on the Neighborhood Watch Program during his next presentation before Council.

MOTION: Councilor Abrams made a motion to approve the Police and Animal Control Reports for the Month of June 2016.
Councilor Simmons seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

7. RESOLUTIONS.

A. Transportation Alternatives Program (TAP) Funds Resolution No. 2016-09
This Item was postponed to a future meeting.

B. Budget Resolution No. 2016-11

MOTION: Councilor Simmons made a motion to approve Budget Resolution No. 2016-11, a Resolution Authorizing Budget Adjustments.
Councilor Abrams seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

C. Budget Resolution No. 2016-12

MOTION: Councilor Abrams made a motion to approve Budget Resolution No. 2016-12, a Resolution Approving the Fourth Quarter Financial Report for Fiscal Year 2015-2016.
Councilor Simmons seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Simmons voted aye. Councilor Abrams voted aye. The motion carried.

D. Budget Resolution No. 2016-13

MOTION: Councilor Abrams made a motion to approve Budget Resolution No. 2016-13, a Resolution Adopting the Town of Edgewood's Final Budget for Fiscal Year 2016-2017.
Councilor Abrams seconded the motion.

VOTE: Councilor Abrams voted aye. Councilor Simmons voted aye. Councilor Abraham voted aye. Councilor Ring voted aye. The motion carried.

8. **PUBLIC COMMENTS OF GENERAL MATTERS. Limit to 2 minutes per person.**
Mr. Tom Torres suggested the Town have Walmart build a structure in their ponding area that would facilitate the swallows' breeding and nesting. Residents appreciate having the swallows here and they are a protected migratory bird. Perhaps this could be a compromise if Walmart declines to return the store's building exterior to the original paint scheme.

9. **ARTS ALLIANCE.**

A. Mural Project Designs Discussion.

Ms. Sandra Holzman, President, Route 66 Arts Alliance, thanked the Governing Body for their support of the 4th of July Field of Arts Festival. She then announced the two winners of the Arts Alliance's mural competition: Tammy Cole and Carrisa Abrams. The murals will be painted on the Community Center during the first week of August.

10. **APPROVAL OF EVEDA PROFESSIONAL SERVICES AGREEMENT.**

Mayor Bassett referenced the EVEDA Professional Services Agreement in the Councilors' packets and noted the amount on the table for discussion is \$10,000. Councilor Abraham requested the EVEDA contract be increased to \$10,000. The additional funding could be reallocated from the Chamber of Commerce to the EVEDA contract. Councilor Ring stated he is fine with allocating \$10,000 to EVEDA, but we cannot forget about the Chamber. He commented that Ms. Linda Burke has relocated to Edgewood and is coordinating the Run, Rally, and Rock event and she isn't working for free.

MOTION: Councilor Abraham made a motion to approve the Professional Services Agreement for Economic Development Services between the Town of Edgewood and EVEDA (Estancia Valley Economic Development Association) in the amount of \$10,000.
Councilor Ring seconded the motion.

VOTE: Councilor Ring voted aye. Councilor Abraham voted aye. Councilor Abrams voted aye. The motion carried.

11. **DISCUSSION/ADOPTION OF SPEED LIMIT RECOMMENDATIONS FOR VARIOUS ROADS.**

Input from the Mayor, Councilors, residents, and the Road Department Supervisor was considered during discussion of speed limits on the roads identified in the Table below.

The decision was made to leave the speed limits on Hermosa Montana and Williams Ranch Road unchanged. The others were either decreased or increased.

Town of Edgewood Speed Limit Changes 2016

Road Name	Previous Speed Limit	Proposed Speed Limit
Calle Encantada	30	25
Epoch Drive	30	25
Serrania North	30	25
Camino Derecho South	30	20
Hermosa Montana	30	30
Williams Ranch Road	30	30
East Venus Road	30	35
Plaza Loop Drive	30	25
Salida Del Sol Trail	30	20
El Prado		25
Frost Road Sec. A	40	45
Frost Road Sec. B		45

MOTION: Councilor Ring made a motion to approve the proposed speed limits listed in the Table above.
Councilor Abrams seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

12. POSITION CLASSIFICATION PLAN DISCUSSION – Councilor Abraham

There was general discussion among the Governing Body about the job descriptions and duties of the following Administrative Staff positions: Administrator, Administrator-Clerk/Treasurer, Clerk/Treasurer, Deputy Clerk, Planning & Zoning Administrator, and Code Compliance & Planning Assistant. Councilor Abraham stated she would like to ensure the class codes for each position align with the current organizational structure. Since Clerk/Treasurer Juan Torres was not in attendance, it was decided to table this discussion until the next Council Meeting of August 3, 2016.

MOTION: Councilor Abraham made a motion to table the Position Classification Plan Discussion until the next Council Meeting of August 3, 2016.
Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

13. MATTERS FROM THE CLERK/TREASURER.

Mayor Bassett referenced a handout of a lease agreement between the Santa Fe Board of Education and the City of Santa Fe, for the La Farge Library in Santa Fe. It is a long-term

lease for which the City pays one dollar per annum to the School Board for use of the building as a city library. Mayor Bassett stated this document was simply for informational purposes at this time. The Mayor stated another matter Mr. Torres would like Council to consider is adoption of a Municipal Environmental Services Gross Receipts Tax. Deputy Clerk Linda Holle requested the Council consider a Call for Public Hearing at the Council Meeting on August 17, 2016 to adopt a Municipal Environmental Gross Receipts Tax.

MOTION: Councilor Simmons made a motion to issue a Call for Public Hearing for consideration of a Municipal Environmental Gross Receipts Tax at the next Council meeting on August 17, 2016.
Councilor Ring seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

The GRT Distribution Report for Fiscal Years 2015 and 2016 was made available for Council's review and reference. In addition, copies of the Final Budget for the new fiscal year as well as the 4th Quarter Report were distributed.

14. APPROVAL OF THE FINANCIAL REPORT FOR THE MONTH OF JUNE 2016.

MOTION: Councilor Simmons made a motion to approve the Financial Report for the Month of June 2016.
Councilor Abrams seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

15. ANNOUNCEMENTS and/or CALENDAR REVIEW.

- A. Regular Council Meeting – August 3, 2016 @ 6:30 P.M.
- B. Regular Council Meeting – August 17, 2016 @ 6:30 P.M.

Mayor Bassett discussed moving the meeting of August 17th to August 24th, along with the Call for Public Hearing. This rescheduled meeting date is primarily to accommodate a resident for the Public Hearing on her zone change request. The Councilors agreed to the rescheduled meeting and asked for an e-mail confirmation of the change as a reminder.

MOTION: Councilor Ring made a motion to reschedule the regular Council Meeting of August 17, 2016 to August 24, 2016.
Councilor Simmons seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

16. FUTURE AGENDA ITEMS.

- A. Approval of Application for Drainage Study Grant Through NMFA
- B. Security Cameras Discussion
- C. Road Maintenance Discussion

D. I.C.I.P Discussion August 3, 2016

17. ADJOURN.

MOTION: Councilor Simmons made a motion to adjourn the meeting of July 20, 2016. Councilor Abrams seconded the motion.

VOTE: All Councilors voted aye. The motion carried.

Mayor Bassett adjourned the meeting of July 20, 2016 at 8:58 p.m.

PASSED, APPROVED AND ADOPTED THIS 3rd day of AUGUST, 2016

John Bassett, Mayor

ATTEST:

Juan Torres, Clerk/Treasurer

**DRAFT MINUTES
TOWN OF EDGEWOOD
PLANNING & ZONING COMMISSION MEETING
JULY 18, 2016 AT 6:00 PM
EDGEWOOD COMMUNITY CENTER
27 E. FRONTAGE ROAD, EDGEWOOD, NM 87015**

1. CALL TO ORDER & ROLL CALL

Commissioner Thompson called the meeting to order at 6:01 pm and asked for roll call.

Commissioners present were: Larry Sullivan, Cheryl Huppertz, Garry Bryant, and Dan Thompson.

Also present were: Juan Torres, Clerk/Treasurer, Bonnie Pettee, Planning & Zoning, & Rebecca Sanchez, Staff.

2. APPROVAL OF AGENDA

MOTION: Commissioner Bryant made a motion to approve the agenda for the July 18, 2016 meeting. Commissioner Huppertz seconded the motion.

VOTE: All Commissioners present voted aye. Motion carried.

3. APPROVAL OF MINUTES:

A. Draft Planning & Zoning Commission Meeting Minutes of June 20, 2016

MOTION: Commissioner Bryant made a motion to approve the minutes of the June 20, 2016 minutes as presented. Commissioner Huppertz seconded the motion.

VOTE: All Commissioners present voted aye. Motion carried.

B. Draft Planning & Zoning Commission Meeting Minutes of July 5, 2016.

Commissioner Sullivan suggested three changes to the minutes of July 5, 2016. He added comments to page 2, page 3 and page 5.

MOTION: Commissioner Huppertz made a motion to approve the minutes of July 5, 2016 with the amendments. Commissioner Sullivan seconded the motion.

VOTE: All Commissioners present voted aye. Motion carried.

4. PUBLIC COMMENTS:

There were none.

5. PUBLIC HEARING.

Quasi-judicial Procedure: Certification that Public Notice of this meeting has been posted as required:

This case is being heard under provisions required by the New Mexico Court of Appeals intended to protect the rights of all parties and their witnesses and to cross-examine persons giving testimony.

Confirmation of no conflict of interest or ex-parte communication.

A. Request for approval of a Minor Subdivision consisting of 2 lots, located at 29 Woods End Road, Woods End Ranch, being tract P-5-A-2, Section 21, T10N, R7E, N.M.P.M., Town of Edgewood, Santa Fe County.

Chairman Thompson asked if the Public Notice of this meeting was posted as required.
Ms. Pettee confirmed it had.

Chairman Thompson asked the Commissioners for confirmation of no conflict of interest or ex-parte communication.

Commissioner Sullivan confirmed he had no conflict of interest or ex-parte communication.
Commissioner Huppertz confirmed she had no conflict of interest or ex-parte communication.
Commissioner Bryant confirmed he had no conflict of interest or ex-parte communication.
Chairman Thompson confirmed he had no conflict of interest or ex-parte communication.

Tim Oden, Applicant, Bonnie Pettee, PZ Staff, Robert Kapinski and Sherrie Hennig, residents of Woods End, were sworn in for testimony.

Ms. Pettee presented the staff report. She explained the request was to divide one 8.843 acre parcel into two parcels. Lot P-8 will consist of 3.774 acres and P-9 will consist of 5.082 acres. The current zoning on the parcels is R-1 Residential. She noted that the subject parcel is on Woods End Road, which provides access to Hwy 344. Woods End Road is a private road and is maintained by the residents living in the community. A Road Maintenance agreement was put into place in 1985 which requires all property owners within Woods End Ranch Subdivision to maintain a 50-foot roadway easement on their property. She noted that utility easements were shown on the plat on the east, west and northern boundaries of the subject property. She continued stating that following a review of the plat, staff found it to be in compliance with the Subdivision Ordinance, Section 8. Minor Subdivision, with regards to Contents of the Plat and the provisions for the infrastructure needs. Ms. Pettee finalized her report with comments from the Fire Department regarding a hammer head turn around between the two new parcels to allow for emergency vehicles to get in and out as needed.

Mr. Tim Oden, agent for the applicant addressed the Commission. He noted a correction on the plat being, a 10' easement across the bottom of Lot P 9 should be a 12' easement.

Commissioner Sullivan asked if there would be a problem to rededicate all easements for all utilities.

Mr. Oden replied the plat is the original one, this is how it was inherited.

Mr. Robert Kapinski, resident, stated he did not have a problem with the subdivision. He was concerned about the condition of the road and its ability to handle more traffic. He stated the road improvements should go on the shoulders of the developer.

Ms. Sherry Hennig, resident, also addressed the conditions of Woods End Road. She added that she was opposed to multi-family homes being built on the subject property.

Mr. Tim Oden referred to the Road Maintenance Agreement that was put in place in 1985, which stated each property owner in the subdivision is responsible for a share of the road maintenance. He noted there were approximately six houses on Woods End Road, along with the Catholic Church on the corner of Woods End Road and Hwy 344. He added he can't imagine they would generate that much traffic. With the number of lots within the Woods End Ranch subdivision, altogether should be enough to share the road maintenance expense.

Chairman Dan Thompson closed the Public Hearing.

MOTION: Commissioner Sullivan made a motion to table this request until the letter of recommendation from Santa Fe County Fire Department was received.

Commissioner Huppertz amended the motion by adding a site visit.

Commissioner Bryant seconded the motion with the amendment.

VOTE: Commissioner Sullivan voted aye. Commissioner Huppertz voted aye. Commissioner Bryant voted aye. Chairman Thompson voted aye. Motion carried.

FINDINGS OF FACTS, CONCLUSIONS OF LAW AND RECOMMENDED ORDER for property located at:

- A. Southwest corner of Hill Ranch Road and Hwy 344 being, Tracts 5A, 5B, 5C, & 5D, Lands of Hill, Section 9, T10N, R7E, N.M.P.M., Town of Edgewood, Santa Fe County, NM 87015.
Commissioner Sullivan suggested amendments to the Findings of Facts, under Section 3 and deleted item 4.2 entirely, because he did not believe it was a conclusion or necessary.

MOTION: Commissioner Sullivan made a motion to accept the Findings of Fact, Conclusions of Law, & Recommended Order for the request for zone change from R-1 Residential to RS-Residential & Services for property located at: Southwest corner of Hill Ranch Road and Hwy 344 being, Tracts 5A, 5B, 5C, & 5D, Lands of Hill, Section 9, T10N, R7E, N.M.P.M., Town of Edgewood, Santa Fe County, NM 87015, with amendments. Commissioner Huppertz seconded the motion.

Ms. Pettee asked if it would be necessary to bring the "Findings" back to Commission or if signatures can be obtained when the corrections are made.

Commissioner Sullivan replied it was not necessary to bring them back.

Commissioner Bryant inquired about the lot lines on the plat with regards to building on the property.

Ms. Pettee replied that the applicant will need to return for a Lot Line vacation request.

VOTE: Commissioner Sullivan voted aye. Commissioner Huppertz voted aye. Commissioner Bryant voted aye. Chairman Thompson voted aye. Motion carried.

B. Woodline Drive, Woods End Ranch, Tract P-1R-1B, Section 21, T10N R7E, NMPM, Town of Edgewood, Santa FE County, New Mexico.

MOTION: Commissioner Sullivan made a motion to approve a minor subdivision for property located on Woodline Drive, Tract P-1-R-B, Section 21 T10N, R7E, NMPM Town of Edgewood, Santa Fe County, NM, with the following changes: 3.3 adding the words without condemnation proceedings.; 4.1 changing the word "with" to "subject to"; and 4.2 changing the middle of the sentence to read "it would allow 2 acre residential lots, and adding the word "with" after "interfere".

He added by "subject to" means before the plat is approved the conditions must be fulfilled.

Ms. Pettee stated that was not consistent with what was stated at the previous meeting and asked if changing that wording would affect the sixty-day time period for approving plats, since there were about 5 days left.

Commissioner Sullivan replied he did not think that was the intention of the ordinance, that it was rather that a decision had been made.

After a brief discussion, Commissioner Huppertz seconded the motion.

VOTE: Commissioner Sullivan voted aye. Commissioner Huppertz voted aye. Commissioner Bryant voted aye. Chairman Thompson voted aye. Motion carried.

6. WORKSHOP

Ms. Pettee stated this item was added to the agenda at Mayor Bassett's request. It can be used to discuss the topics that we have previously acknowledged need to be addressed. She suggested the Land Use Law Training Course material that was purchased earlier this year, in lieu of attending the seminar. She stated that there were 5 DVDs each about an hour long. They could possibly do one each meeting.

Commissioner Sullivan suggested we discuss the Roberts Rules of Order.

Also mentioned was the Commissioners Notebook we received a couple of meetings ago.

Commissioner Sullivan asked if we were going to discuss Minor Subdivisions at the next meeting. He added he would like to give a brief Power Point presentation.

7. MATTERS FROM THE CHAIR AND COMMISSION MEMBERS

Commissioner Huppertz stated she would like to see a moratorium on Minor Subdivisions until the Commissions understands them better.

Mr. Torres replied after the discussion at the next meeting, if they would still think they need a moratorium, then he would recommend it to Council to consider.

Commissioner Sullivan inquired as to the town engineer speaking on road standards.

Ms. Pettee apologized for not inviting him to this meeting and will do so for the August 1st meeting.

8. MATTERS FROM STAFF

Ms. Pettee stated there was a problem with the August 15th meeting being that staff would not be available on that date. She asked the Commissioners if they would be willing to move that meeting to the 22nd of August. All Commissioner agreed a meeting on 22nd of August would be acceptable.

9. CALENDAR UPDATE AND FUTURE AGENDA ITEMS.

A. Next Commission Meeting – August 1, 2016

- Discussion on Minor Subdivision
- Site Visit to Woods End Road

B. August 22nd meeting

10. ADJOURN.

MOTION: Commissioner Sullivan made a motion to adjourn the meeting. Commissioner Bryant seconded the motion.

VOTE: All Commissioners present voted aye. Motion carried.

Chairman Thompson adjourned the July 18, 2016 meeting at 7:40 pm.

PASSED, APPROVED AND ADOPTED this 1st day of AUGUST, 2016.

Dan Thompson, Chairman

ATTEST:

Garry Bryant, Secretary

Fine Fee Summary

From 07/01/2016 12:00 AM to 07/29/2016 11:59 PM

All Case Types and Sub-Types
All Clerks

Receipts**Case Payment**

Correction Fee	1,023.00
Court Automation Fee	306.00
Fine	2,848.47
Judicial Education Fee	153.00
Subtotal:	4,330.47
Total Receipts:	4,330.47

Transfers**Move**

Fine	-289.00
Unapplied Receipt	289.00
Subtotal:	0.00
Total Transfers:	0.00

Report Total: **4,330.47**

Edgewood Municipal Court

User: KSMITH

Epayment Payments Received

From 07/01/2016 12:00 AM to 07/29/2016 11:59 PM
By Payment Date And Time

Case No.	Defendant	Transaction No.	Payment Type	Charge Payment	Payment Date and Time	Receipt No.
CitePayUSA Payments						
201600347-TR-SP	Scott, Spencer	907395052	CitePayUSA	59.00	07/01/2016 11:03 AM	6195
201600245-TR-NR	Greenwell, Kevin	910085526	CitePayUSA	39.00	07/06/2016 6:21 PM	6202
201600210-TR-SP	Tyree, Vincent	910415598	CitePayUSA	59.00	07/07/2016 12:03 PM	6205
201600307-TR-NI	Bynon, Alldyth	912673471	CitePayUSA	100.00	07/12/2016 9:37 AM	6214
201600307-TR-NI	Bynon, Alldyth	912673471	CitePayUSA	29.00	07/12/2016 9:37 AM	6215
201600387-TR-SP	Olivas, Nicole	913856149	CitePayUSA	56.00	07/14/2016 3:18 PM	6220
201600409-TR-CD	Staas, Craig	919214636	CitePayUSA	79.00	07/25/2016 6:04 PM	6233
201600455-TR-SP	Smith, Allyson	920839193	CitePayUSA	44.00	07/29/2016 8:27 AM	6242
No. of Payments: 8			Subtotal:	465.00		
Court Card Payments						
	Thompson, Lorie	903371129	Move	289.00	07/01/2016 8:16 AM	6192
201503767-TR-DI	Thompson, Lorie	903371129	Move	289.00	07/01/2016 8:16 AM	6192
No. of Payments: 2			Subtotal:	578.00		
Total no. of Payments: 10			Total:	1,043.00		

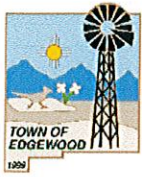
Monthly Activity Report

July 2016

Citations and Non-Citations By Issued Date
 Financial Type: Fines and Fees
 Cases With and Without Disposition

Citations	Last Month	This Month	Change	Last YTD	This YTD	Change
ANIMAL CONTROL	0	0	0	14	8	-6
CRIMINAL 2006-10	3	0	-3	20	13	-7
DWI	0	0	0	3	1	-2
Miscellaneous	0	0	0	12	1	-11
TRAFFIC	116	70	-46	568	579	11
Totals:	119	70	-49	617	602	-15
Non-Citations						
CRIMINAL 2006-10	0	0	0	3	4	1
LITTER_ANTI-BLIGHT	0	0	0	1	0	-1
Miscellaneous	0	0	0	0	1	1
Totals:	0	0	0	4	5	1
Fines and Fees						
Correction Fee	1,097.00	1,023.00	(74.00)	6,171.00	6,666.00	495.00
Court Automation Fee	330.00	306.00	(24.00)	1,854.00	1,983.00	129.00
DWI Lab	85.00	0.00	(85.00)	0.00	170.00	170.00
DWI Prevention	75.00	0.00	(75.00)	0.00	150.00	150.00
Fine	2,740.24	2,848.47	108.23	18,969.60	16,237.55	(2,732.05)
Judicial Education Fee	165.00	153.00	(12.00)	923.00	989.00	66.00
Totals:	\$4,492.24	\$4,330.47	\$(161.77)	\$27,917.60	\$26,195.55	\$(1,722.05)

DRAFT



Town of Edgewood On Call Policy

Purpose

To define terms and conditions for the Town of Edgewood to compensate employees on unrestricted call-back status that are called back to the service of the Town of Edgewood outside of their normally scheduled shifts.

Definitions

- A. Employee – a person in a non-supervisory or non-management position.
- B. Report to work – accomplishing the necessary task working on-site or remotely.
- C. Unrestricted call-back status – Non-duty hours when an employee is required to report to work as soon as practical from the time contact is made.

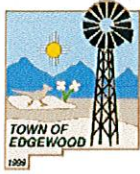
Policy

A Town of Edgewood employee can be placed on unrestricted call-back status to be able to report to work whether in person or remotely. An employee on unrestricted call-back status is not required to remain in any specific geographical area or required to work within a specific time period. Employees on such status may decline to return to work when contacted if they acknowledge they are not fit to report to duty, without penalty, discipline or other reprisal.

On Call Compensation

Town of Edgewood employees who are called back by management to report to work shall be guaranteed a minimum of two (2) hours of pay for actual hours worked at the applicable straight time or overtime rate. Employees shall be compensated in accordance with the provisions of overtime if the time worked results in overtime; or be paid their hourly rates if the work does not result in overtime. On-call time for employees who return to work shall commence at the time the employee receives the call and ends at the completion of the call-back assignment.

DRAFT



Town of Edgewood Temporary Light/Modified Duty

Purpose

To define terms and conditions for the Town of Edgewood to allow injured/disabled employees to return to work under temporary light/modified duty.

Definitions

- A. Employee – a person in a non-supervisory or non-management position.
- B. Temporary light/modified duty is defined either as performing the same job as the employee held before the injury, or as performing the duties of another position for which the employee is qualified, for fewer than eight (8) hours each day or having reduced physical requirements for the full day or for less than the full day.

Policy

- A. An Employee returning from an injury/temporary disability may return to temporary light/modified duty if an appropriate position is available or if the employee's department can reasonably accommodate the employee by modifying the job requirements and the employee's physician certifies that the employee is capable of returning to temporary light/modified duty. If the employee's department does not have work available for the temporary light/modified duty, the employee may be assigned to another department.
- B. If an employee returns to work on a part-time basis and is not receiving full salary while still on injury time, the Town of Edgewood shall continue to pay the employee's share of benefits contributed by the Town of Edgewood on a pro-rata basis, based on hours worked.
- C. The terms and conditions of temporary light/modified duty shall be determined by the employee's Department Director in conjunction with the Clerk-Treasurer.



CIVICPLUS

HELPING COMMUNITIES ENGAGE & INTERACT

Remit to:
302 S 4th St. Suite 500
Manhattan, KS 66502
P 888-228-2233
F 785-587-8951

Renewal Estimate

Order # 19592
Date 5/25/2016
Terms Net 30
PO #
Contract Start Date 8/1/2016
Contract End Date 7/31/2017

Bill To

Steve Shepherd
Town of Edgewood NM
PO Box 3610
1911 Route 66
Edgewood NM 87015

This estimate is provided to you as a best faith approximation of the annual fees for your next renewal period. It is subject to change based on contract amendments and any activity that occurs before the start of your next renewal period. A formal invoice will be sent per contractual terms.

Qty	Description	Rate	Amount	Start Date	End Date
1	Annual Fee for Hosting and Support	2,760.00	2,760.00	8/1/2016	7/31/2017

Total \$2,760.00

Revize Quote For: Edgewood, New Mexico

Website delivery: approximately 4-5 weeks

Revize WEBGEN "Ready to Use" Website Design – includes Color Scheme and Banner customization, Revize CMS integration, and Content Editor training, onetime fee. (Migrate 400 combined pages documents from old website to new one)	\$2,500
Revize CMS Annual Software Subscription (2 Users), Tech Support, Software Updates, and Website Hosting up to 10GB storage – annual fee	\$800
Grand Total (1st year) Second year and onwards investment	\$3,300 \$800/year

- ✓ Revize WEBGEN "Ready to Use" Website Design – pick from one of four designs, starting on page 32. Revize will change the color scheme and customize the banner to fit your organization. Each design includes Response Website Design programming for great viewing on any size mobile phone screen without having to zoom in on the text! Takes approximately 4-5 weeks.
- ✓ Revize CMS web content management software subscription for up to 2 Content Editors/Administrative Users
- ✓ Revize Web Calendar Module, Document Center, and other modules as indicated on the next page
- ✓ \$3 additional for migration per webpage and document.
- ✓ Instructor Led Training – Revize content editing and administrative training, one session up to 3 hours for up to 3 people via web conference and phone
- ✓ Technical Support and Product Upgrades, Website Hosting
- ✓ Three-year agreement

Juan Torres

From: Andrea Corvin
Sent: Thursday, July 14, 2016 3:56 PM
To: Juan Torres
Cc: Rebecca Sanchez
Subject: CivicPlus & Revize Compared

Juan,

I apologize for not compiling this much sooner! Revize ticks all the boxes for me at this point and I am anxious for a new beginning, done right this time! My only question is; should we wait for the completion of the new logo before we proceed so there is continuity in design?

Andrea

Desirable Features	CivicPlus	Revize	Notes
Ease of Use (Back End)		X	CivicPlus requires pretty extensive training and repeated practice before one becomes proficient.
Good Customer Support		X	Revize is a much smaller "niche" company with web designers/engineers more readily available to assist. They have made a commitment to guide us through the migration process step by step, assisting in content review and best practices.
Affordability		X	CivicPlus is much more expensive than Revize until you add on more back end users with Revize. We were told that we can keep just two back end users shared among the Town. I suggest one user have administrative access for the "webmasters" while the other user has limited access for department heads.
Simplicity		X	CivicPlus has a lot of bells and whistles that are currently underutilized.
Appealing Design/Layout		X	When previewing other Revize websites, I found their designs and layouts to be contemporary and pleasing to the eye. Although Revize offers many design template choices, customization is also an option.
Adequate Data Hosting	?	?	CivicPlus seems to have enough storage for Town audiofiles and the like but I'm not sure how much data storage we really have. With Revize we get 10 GB of storage to begin with; I'm not entirely confident this will sustain Town digital archives in the future.
Social Media		X	Although we can add social media widgets or links to CivicPlus, Revize already seamlessly and prominently incorporates them in their design/layout.

Low Maintenance		X	We're spread thin enough as it is and are unable to devote extensive time to website maintenance. I believe once the migration is complete, under Revize's tutelage, we will be able to collectively maintain the website so the burden doesn't rest completely on a couple of people.
User Friendly (Front End)		X	Although the web version of CivicPlus is easy to use, the mobile version is not. Many people access the internet via mobile devices these days and this is an important feature to have!

Juan Torres

From: Rebecca Sanchez
Sent: Wednesday, July 06, 2016 1:09 PM
To: Juan Torres
Subject: Revize vs Civic Plus

Good Afternoon Juan,

Per my opinion, below is a chart of pros and cons for Website Designers Revize and Civic Plus. It is my opinion that Revize would be a better choice for the Town of Edgewood.

Revize		Civic Plus	
Pros	Cons	Pros	Cons
Simple Design/Easy to use	Extra Cost For Extra Users	Familiarity	Costly
Ready To Use Set-Up	Migration Fee	Calendar User Friendly	Not Mobile Friendly
Clean-Up Of Files	Calendar Not User Friendly	Extra Users Available	No Translation Option
Less Expensive	Simple, Not Fancy	New Back-End Look	No Increased Text Size Option
No Change of Domain Name	E-Mail Notifications Sent Out Per Edit Made	Webinars Available	Cluttered/Not Organized For User Friendly Access
Mobile Friendly (RWD)	No Live Edit Button	Many Module Options	Eye Sore/Cosmetic Look
Social Media App	Group Training Provided For Launch Of New System-Extra Cost For On-Site Training	Live Edit Option	Process To Create Pages
Language Translation			Too Many Pages
**Increased Text Size			Not User Friendly
Google Map Integrated			Need To Teach Self To Understand How To Use
We Do Not Have To Call Revize To Make Cosmetic Changes			Many Module Options Not Being Used To Its Potential
Photo Gallery			Too Many Steps To Find Info
Quick Link Buttons			New Back-End Look Needs Training To Use
Alt Tags			
Website Training Online			
Unlimited Free Upgrades To New & Existing Modules At No Cost			
Website Security			

Rebecca Sanchez

Secretary
Town Of Edgewood
Tel.: (505) 286-4518
Fax: (505) 286-4519
<mailto:rsanchez@edgewood-nm.gov>

